

## Ask HR Web Chat on Embassy Employment

**Tuesday, February 28, 2012**

Web Chat Moderator: The web chat will begin in two minutes! Thanks for joining us.

*Sunita Basnet: Hello, This is Sunita Basnet from balaju, kathmandu. I am a BIM graduate (Bachelor in Information management). I had applied for intern as per the recent announcement in US Embassy website and had also applied for executive assistant. So I am wondering what's the status of those vacancies?*

Embassy4: Hi Sunita, the internship program that you applied for belongs to USAID who have their own Human Resource Office. Upon contacting our USAID HR colleagues, we were told that they are currently screening the applications and will contact the qualified candidates for written test/interview within the next two weeks. Similarly, the Executive Assistant position belongs to Peace Corps where applications are currently being reviewed. Our Peace Corps colleagues should be able to contact the shortlisted candidates in the next few weeks for interview.

*GUEST: How is the selection done and how long is the recruitment process? I have applied for Supply clerk position, if I am disqualified, will I get any feedback of the result so my wait will be over.*

Embassy4: After the application deadline closes, HR screens all applications to make sure that they meet the minimum qualifications listed on the vacancy announcement. All qualified applications are then sent to the position supervisor who will then shortlist the best qualified candidates (usually 5 to 10) for the interviews. HR arranges the interviews but it is the position supervisor who interviews and makes the final selection decision. Usually, it takes between 2 and 4 weeks before the shortlisted candidates are called for the interviews once the application deadline closes. Only the shortlisted candidates are notified about the interviews. One should assume him/her NOT shortlisted once the vacancy status on our Embassy website reads "Interviews Scheduled" or "Interviews in Progress" but s/he did not receive a call from Embassy HR to attend the interview. Please visit this link to check our vacancy status: [http://nepal.usembassy.gov/about\\_the\\_embassy/job-opportunities.html](http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html)

*Sujan dhungel: i have got 6.5 in ielts but poor mark in academic exam, am i eligible for bachelor study in USA?*

Embassy4: Hi Sujan, we're sorry that this question is not related to our Human Resource program and falls outside our knowledge.

*Sunam Kumar Sharma: Normally what is the contract period and does that contract get extended?*

Embassy4: Hi Sunam, A contract (we call it Personal Services Agreement (PSA)) is extended every year up to 10 years after which a new PSA is signed to cover another 10 years, and so on....

*Vikram Chhetry: Im Vikram Chhetry. I would like to know whether I can put my questions regarding the denial of my Tourist Visa.*

Embassy4: Hi Vikram, we're sorry that this question is not related to our Human Resource program and falls outside our knowledge.

*Phadindra: I have been working as an Office Administrator, since 2006 in Doha, Qatar, considering my work experience and profile, is there any possibility to join with U.S. Embassy. I have keen interest to work and facilitate with further training in the U.S. Embassy.*

Embassy2: Thank you for your interest to join the U.S. Embassy. We post all our vacancies in the Embassy website [http://nepal.usembassy.gov/about\\_the\\_embassy/job-opportunities.html](http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html) . Please apply when you find a position that matches your qualifications.

*Prativa Basnet: Good Afternoon HR!*

embassy6: Good afternoon, Prativa. How may I help you?

*Madhav: Do you have any types of jobs for undergraduate students? For example making reports and data collection academic and non academic works...etc.*

Embassy2: Madhav ji, thank you for your question. Unfortunately, we currently do not have vacancy for the position that you are looking for. However, we post our vacancies in the Embassy website, I suggest you to check the website and apply when you find a position of your interest. Good luck!

*Prativa Basnet: I have completed bachelor degree in Public Health in 2009. Since then I have acquired working experiences in the area of proposal development, health programme planning, implementing, monitoring and evaluation, health research in both governmental and non-governmental sectors. Also I am pursuing masters in Public Administration. I have passed first year exams and now I am awaiting my second years exams. May I ask if there are any prospects for employment in assistant level positions at the US Embassy where I can broaden my knowledge and experiences horizon. It doesn't have to be a high paid job since I have just 2 years working experience but an opportunity to learn more and sharpen my skills. Thank you!!*

Embassy2: Prativa ji, Thank you for showing interest to work in the Embassy. All our vacancies are posted in the Embassy website [http://nepal.usembassy.gov/about\\_the\\_embassy/job-opportunities.html](http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html) Please visit the website on regular basis and if you find any position of your interest and if the position requirements matches with your qualification, please apply.

*Sunam Kumar Sharma 2: what is the requirement for US Embassy security clearance when applying for the job?*

embassy6: Every selected candidate must pass both a medical examination and a background investigation before beginning employment.

*Madhav: Hi. What office hours of Administrative Assistant FSN PSC– 6?*

Embassy3: Hi Madhav: Its 8 am to 5 pm and Monday through Friday.

*Sushant Shrestha: How much of the embassy's vacant post's are filled via internal recruitment?*

Embassy5: Unless a vacancy announcement specifies that a position is for internal candidates only, anybody can apply for any position provided she or he is qualified

*Gaurab sharma: i have got 6.5 in IELTS, and +2 pass in second division almost 47-48% science , am i eligible for study in US?is this sufficient for bachlor study*

Embassy4: Hi Gaurab, We're sorry that this question is not related to our Human Resource program and falls outside our knowledge.

*Smriti dhakal: I am currently working in ADA consultancy and I have done Bachelors in Business Studies. I want to work in U.S. Embassy. Which post is qualified for me and how can I apply?*

Embassy2: Smriti ji, thank you for your interest. I suggest you to visit our job opportunities webpage [http://nepal.usembassy.gov/about\\_the\\_embassy/job-opportunities.html](http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html) on regular basis and apply for any suitable position that matches your qualification.

*Sunam Kumar Sharma 2: there is the vacancy announced for PEACECORP. So when that person get hired for the post, is he/she the staff of the embassy or the PEACECORP?*

Embassy5: Thank you for visiting our website. If the person get hired for the announce position of Peace Corps, he/she will be the staff of Peace Corps.

*Sushant Shrestha: After applying for a certain position, after how long can we expect a response?*

EMBASSY8: After the application deadline closes, HR screens all applications to make sure that they meet the minimum qualifications listed on the vacancy announcement. All qualified applications are then sent to the position supervisor who will then shortlist the best qualified candidates (usually 5 to 10) for the interviews. HR arranges the interviews but it is the position supervisor who interviews and makes the final selection decision. Usually, it takes between 2 and 4 weeks before the shortlisted candidates are called for the interviews once the application deadline closes. Only the shortlisted candidates are notified about the interviews. One should assume him/her NOT shortlisted once the vacancy status on our Embassy website reads "Interviews Scheduled" or "Interviews in Progress" but s/he did not receive a call from Embassy HR to attend the interview. Please visit this link to check our vacancy status:

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*21. Manish Gupta: Dear Sir or Madam, Good Afternoon,I am very happy in taking part in this live chat session. Last year I had applied for Human Resources Assistant and I was shortlisted for written Test and Interview as well. I was very delighted and encouraged to take part in them. But, finally I was not selected for that post. And, I thought that I might be missing something with in me. However, I kept trying for applying in so many other posts. But, I was not shortlisted in the later vacancies.I am so much interested in working in an international environment like US Embassy. I do not when that dream would come true. So, I would like to ask that what are the major deciding factors for getting selected for a post in the US Embassy? Thus, I would try to prepare myself in accordance with that.*

embassy6: Manish, thanks for your question and your concern about previous attempts to find employment within the American Embassy. The immediate answer to your question is that one must meet all of the eligibility requirements in order to be considered. That means that you must qualify from the perspective of your education, work experience, and language skills (and other requirements listed in the vacancy announcement). Please remember that every vacancy attracts numerous

applicants. Continue to visit our website regularly and apply for any and all positions for which you are qualified.

*Madhav: Thank you for your response. I would like to know about the level of English language proficiency mentioned in various vacancy announcements in your website. How can we know the level?*

Embassy3: In our vacancy announcement we would list the level of English required for the position and Level 1 is the lowest and Level 4 is the highest "fluent".

*Navin Parajuli: Even though it is full now, can u tell me usually what is the salary range? If you cannot disclose, that's fine too.*

Embassy7: we only discuss salary with a candidate that is selected for the job.

*Babita sharma: i m currently graduate student n eager to work in us embassy, which post is suitable for me, how can i apply?*

Embassy2: Babita ji, thank you for your interest. I suggest you to visit our job opportunities webpage [http://nepal.usembassy.gov/about\\_the\\_embassy/job-opportunities.html](http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html) on regular basis and apply for any suitable position that matches your qualification.

*Web Chat Moderator: This question comes from Arvin Gurung, through our Facebook page: To apply for job at U.S. Embassy, Ktm, job experience of International Organisation is mandatory? If yes then some encouragement or criteria for fresher (Non-Intl organization experience) in this sector need to be there?*

Embassy7: It depends on the vacancy requirements. Second question is not clear, please clarify.

*Web Chat Moderator: Here's another one from our Facebook page, from Navin Parajuli: I would be grateful if the moderator put my question with the HR specialist. Does the embassy hire Medical Technologist? Thank you!*

Embassy2: Navin ji, Yes we do hire Medical Lab Technician. We only have one position in the Embassy which is currently occupied. Please monitor Embassy website [http://nepal.usembassy.gov/about\\_the\\_embassy/job-opportunities.html](http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html) for future vacancies.

Web Chat Moderator: Thanks for all your questions! Please remember this web chat is dedicated to questions relating to job opportunities at the U.S. Embassy in Kathmandu, only. Our team will not be able to answer your questions relating to visas or employment in the United States through this web chat forum. We encourage you to refer to our Embassy's web page for more information on other topics, at <http://nepal.usembassy.gov/index.html>

*Sushant Shrestha: Thank you, but by internal recruitment, I mean the jobs that are not announced in your website.*

Embassy5: Less than 10% of our position are advertised for internal candidate only

*Gaurab sharma: Thank you for your suggestion but we hope US embassy will bring such type of chat for student in future, thank you*

Embassy4: Hi Gaurab, please follow our Embassy website and Facebook page for such chat sessions. The Embassy hosts chat session discussing a variety of topics.

*Navin Parajuli: How likely are the chances that a US graduate Nepali citizen gets a job in US Embassy in comparison to their Nepal graduate counterparts?*

Embassy3: Hi Navin: We honor both the U.S. graduate and Nepali graduate equally.

*Sushant Shrestha: Does the embassy have an HRIS - so as to keep records of applicants for future vacancies?*

embassy6: I am sorry, but we do not have such a system at this time. We ask that persons apply for any positions for which you may be qualified.

*Madhav: I would like to know about the level of english language proficiency mentioned in various vacancy announcements in your website. How can we know our level? Eg. Level II (Limited knowledge) speaking/reading/writing English is required.*

Embassy7: If you have taken the English test, it will give you the scores, otherwise we test your English proficiency during the selection process

*smriti dhakal: I have visited the website and visa clerk is the suitable post for me but unfortunately I cannot apply it now. I have knowledge about the different types of visa that U.S. Embbasy issue. Now what shall I do??*

Embassy7: Vacancy for Visa Clerk Position is already closed, if there are any openings in future you may apply.

*Sushant Shrestha: Would the Embassy reject applicants that it deems to be overqualified for a certain position?*

EMBASSY8: No, there is not such criteria.

*Sunam Kumar Sharma 2: Do the local person get hired for the communication system or not ? Because I haven't seen the vacancy related to technical person.*

Embassy2: Sunam ji, we do announce technical positions whenever we have vacancies. I suggest you to visit our job opportunities webpage [http://nepal.usembassy.gov/about\\_the\\_embassy/job-opportunities.html](http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html) on regular basis and apply if you find any such position in future.

*Tan: hello sir i am engineer by profesion and would love to ask for the opening which was for the post of radio technician. i applied for it however i saw the interview was on going and later the opening was closed. so to be precise enough why cant US embassy HR sent us mail with prompt action that i am not selected due to these following reasons???? cant we applicant be faccilate with that ?*

embassy6: Tan, Thank you for your question. I am sorry that you were not selected for the radio technician position. Please realize that we receive literally hundreds of applications for most vacancies. It would be most difficult if not impossible for our staff to contact each and every unsuccessful candidate with the specific reasons for which he/she was not selected or passed on for interview.

*Prabin: what is your INCLUSION approach or policy... do you give preference to dalits, janajatis and persons with disabilities?*

Embassy4: Hi Prabin, We value diversity and encourage people from different castes and people with disabilities to apply for all our positions. We provide an equal employment opportunity to all.

*Sushant Shrestha: Would the embassy HR team accept the DS-174 form that is signed digitally/electronically?*

EMBASSY8: Hi Sushant, we accept digital signature DS-174 form.

*smriti dhakal: Then when will the vacancy re open and can't I apply it now?*

Embassy7: No, only when there is Vacancy Announcement.

*smriti dhakal: Thank you HR. It was a pleasure chatting wiht you.*

Web Chat Moderator: You are welcome. Thanks for joining us today, Smriti.

*Sushant Shrestha: So does that mean the Embassy HRD would consider applicant with a Masters degree applying for a post that requires only a Bachelor's degree??*

Embassy5: Yes, you are right Sushant Ji.

*Navin Parajuli: Thank you so much. This chat session was helpful. U all have a great day there!*

Embassy5: Thank you too for showing interest to work for US government.

*Netra Bahadur Tamang: Do you have any opportunity in Embassy for Indigenious people*

Embassy4: Hi Netra, We value diversity and encourage people from different backgrounds to apply for all our positions. We are an equal opportunity employer to all.

*Netra Bahadur Tamang: Thanks sir/madam*

Embassy3: You are most welcome!

*Tan: aren't their any VolunTERS opening that require technical or non technical work ????*

Embassy4: Currently there are no intenship programs but please monitor our website for future internships. [http://nepal.usembassy.gov/about\\_the\\_embassy/job-opportunities.html](http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html)

*Web Chat Moderator: We'll take the last one or two questions now, as we only have a few minutes left in today's web chat.*

*Prabin: Is there a grade wise salary chart available ?*

Embassy7: we only discuss salary with candidates who are selected for the job.

*Bikash009: Thank you embassy6, It encourage me, I will try to apply. its hard and challenging. how to cope up with that?*

embassy6: Just keep trying!

*Premier: i am currently working at a remittance company, in this scenario how will be fit if want to apply for any post*

Embassy3: Please monitor our website for future employment opportunities.

[http://nepal.usembassy.gov/about the\\_embassy/job-opportunities.html](http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html)

*Tan: ok thank u all hope we have dis session now n then :) till we meet next time*

Web Chat Moderator: Thanks for joining us today, Tan! Stay tuned for future web chats.

*Sunam Kumar Sharma 2: Thank you for answering the queries ..... This chat was helpful ..... See you next time*

Web Chat Moderator: Great, thanks, we are glad it was useful. Thanks for joining us.

*Phadindra: Thanks, really a great and useful webchat.*

Web Chat Moderator: You're welcome!

Web Chat Moderator: That's all we have time for today! Thanks for all your questions. This concludes today's web chat. A transcript will be posted on our website in a few days, and will also be posted on our Facebook page. Stay tuned for future web chats which we will publicize through our Facebook page and website.

**Web Chat Ends.**